

1

Accurately Report the Most Recent Employer and Reason You are Unemployed.

Your last employer is whomever you last physically worked for, regardless of whether the work was full–time, part–time, casual, or temporary and regardless of whether you were paid in cash, by check, or by other means.

2

Report all Wages you are Earning.

You must report your gross wages (before deductions) for each week you work. Wages are reportable the week they are earned, not paid. This includes ALL earnings for full–time work, part–time work, casual work, temporary work, and specifically includes cash paid to you for any work you have done.

3

Register with MissouriCareerSource.com.

Unless you have been informed you are exempt, you must register for work with MissouriCareerSource.com.

4

Report in Person to a Missouri Career Center.

Unless you have been informed you are exempt, Missouri law requires you to report in person at least once every four weeks to a Missouri Career Center.

5

Be Able and Available for Work.

In order to be eligible for unemployment benefits, you must certify each week that you are able, available, and willing to accept suitable full–time work.

6

Actively Search for Work.

Unless you have been informed you are exempt, you must search for work each week or unemployment benefits may be denied. You also must keep a record of your work search.

7

Know Your Responsibilities and Ask for Help.

Navigating through the UI system can be confusing. If you have a question, review the “Frequently Asked Questions” web page at www.labor.mo.gov/DES/Claims/faqs_web.asp or contact your Regional Claims Center.

The Unemployment Insurance (UI) program provides temporary financial assistance to qualified individuals who have lost their jobs through no fault of their own and who continue to meet the eligibility requirements of Missouri law.

The program is not a right to all who have lost their job. Keep these top 10 key facts in mind when you are filing for UI benefits to ensure accurate and quick payment of benefits.

For more information, please visit www.moclaim.mo.gov, or call a Regional Claims Center – we’re here to help!

10

Develop an Effective Work Search Plan.

Contact your Missouri Career Center for help with planning an effective work search.

9

Open and Read All Mail.

If you have a question, review the “Frequently Asked Questions” web page at

www.labor.mo.gov/DES/Claims/faqs_web.asp

or contact your Regional Claims Center.

8

Provide Truthful Information.

Intentionally providing false information can lead to penalties up to and including loss of unemployment benefits, fines, and imprisonment.

FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN A DELAY OR DENIAL OF BENEFITS AS WELL AS PENALTIES.

TEN

THINGS YOU NEED TO
KNOW WHEN CLAIMING
UNEMPLOYMENT
BENEFITS